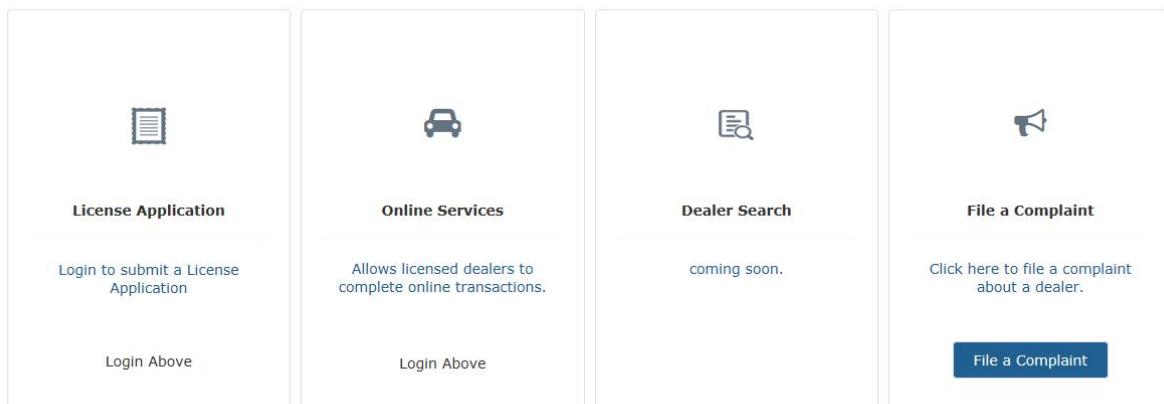
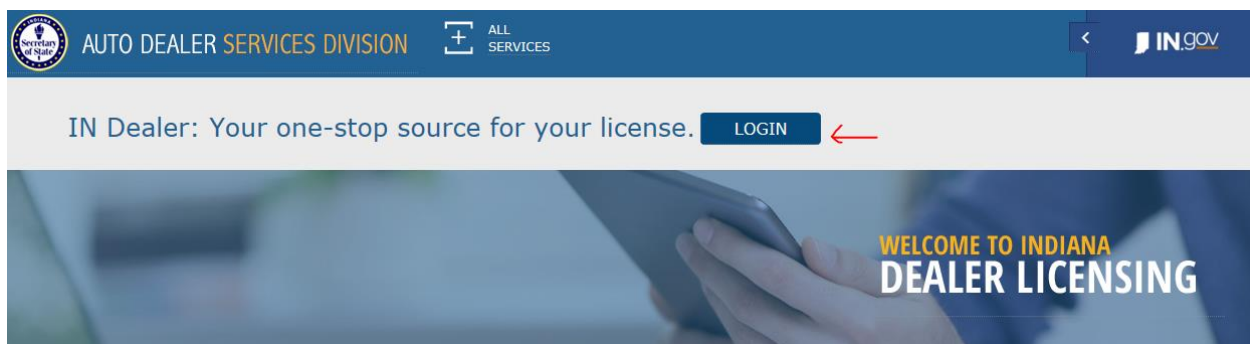


Steps for Requesting One or More Additional Dealer Plates

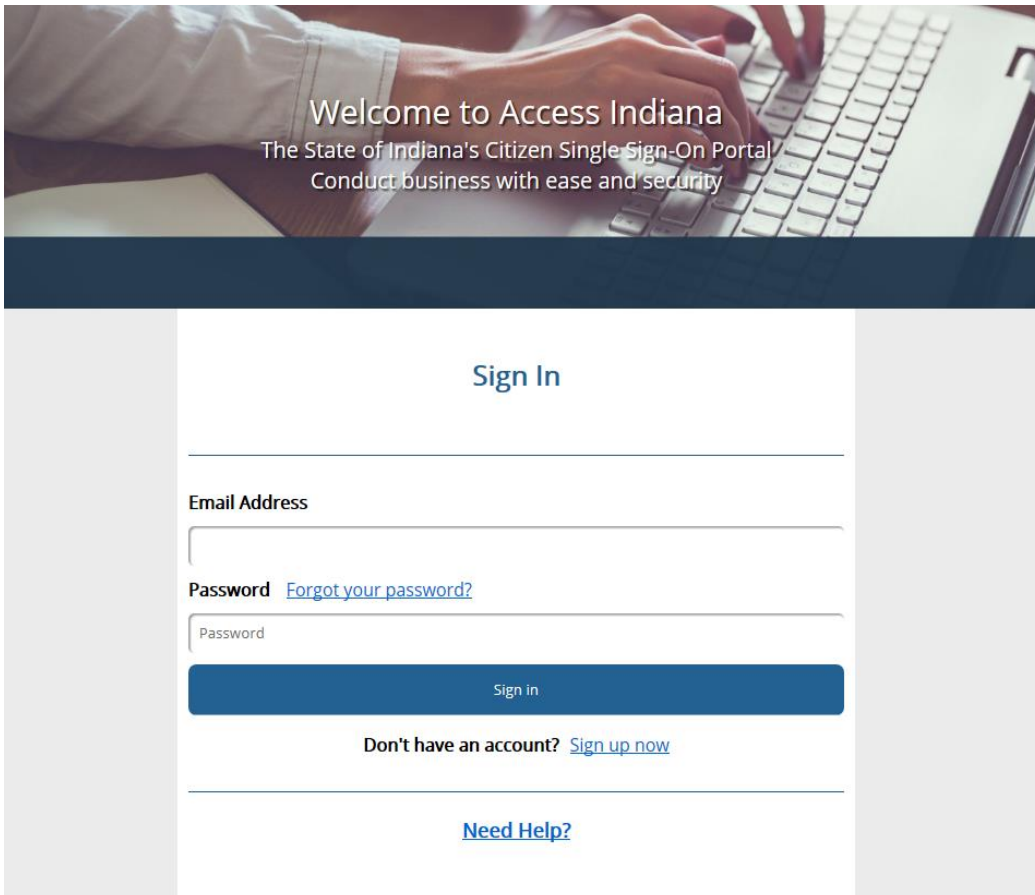
To request an additional dealer license plate, the user must meet the following conditions:

- Have a Microsoft Azure/Access Indiana account.
- Be linked to the online dealer account.
- Have one of the following user roles assigned to you: Primary, Administrator, Finance/Sales, General Office and General Plates and Office. **Note:** The user role of General Plates does not have access.
- Not have met the dealer's current dealer license plate limit for the type of plate the dealer wishes to request.
 - For example, if a dealer is approved for 10 dealer license plates, and has already received 10 dealer license plates, they cannot request additional license plates. They must first request (and be approved for) an increase in license plate limit. To request an increase in license plate limit, see Steps for Requesting an Increase in Plate Limit (Dealer and Interim Plates).
- Not have a license status of expired, suspended, revoked, or out of business.
- Note: This process applies only to dealer plates, not interim (paper) license plates.

1. **Login** to Online Account: <https://dealers.sos.in.gov/>



- Enter the user's Access Indiana/Microsoft Azure account information and Click **Sign in**.



The image shows the 'Access Indiana' sign-in page. At the top, there is a banner with a background image of hands typing on a laptop keyboard. The banner text reads: 'Welcome to Access Indiana', 'The State of Indiana's Citizen Single Sign-On Portal', and 'Conduct business with ease and security'. Below the banner is a dark blue horizontal bar. The main content area is white and contains the 'Sign In' heading. There are two input fields: 'Email Address' and 'Password'. The 'Password' field has a 'Forgot your password?' link next to it. Below the input fields is a blue 'Sign in' button. Under the button, there is a link: 'Don't have an account? Sign up now'. At the bottom of the form area, there is a link: 'Need Help?'. The entire form is flanked by light gray vertical bars on both sides.

Welcome to Access Indiana
The State of Indiana's Citizen Single Sign-On Portal
Conduct business with ease and security

Sign In

Email Address

Password [Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

[Need Help?](#)

2. Once logged in, click **Online Services** from the menu on the left side of the screen.

MY DASHBOARD 0 LOGOUT

ALERTS AND ANNOUNCEMENTS [View All](#)

Type	Subject	Generated Date
NO RECORDS TO VIEW.		

NOTIFICATIONS [View All](#)

Subject

TEST DEALER 1 - APPROVED - LICENSE RENEWAL USED DEALER - REF:2017112166

TEST DEALER 1 - APPROVED - LICENSE RENEWAL USED DEALER - REF:2017112161

CURRENT LICENSES [View All](#)

Dealer #	Dealer Name	License Type	Status	Renewal Date
		DEALER NEW	EXPIRED	10/1/2017
		DEALER NEW	VALID	8/1/2018
	LLC	DISTRIBUTOR	EXPIRED	10/1/2017
		DISTRIBUTOR	VALID	6/1/2018
	TEST DEALER 1	DEALER USED	VALID	11/1/2018

RECENT TRANSACTIONS [View All](#)

Dealer #	Dealer Name	Transaction Type	Status	Work Order #	Date
	TEST DEALER 1	LICENSE RENEWAL USED DEALER	APPROVED	2017112166-001	10/18/2017
		LICENSE RENEWAL NEW DEALER	APPROVED	2017112163-001	10/18/2017
		ADDITIONAL DEALER PLATES		2017112162-002	10/18/2017
		INITIAL DEALER PLATES		2017112162-001	10/18/2017
		LICENSE RENEWAL USED DEALER	APPROVED	2017112161-001	10/18/2017

- a. If linked to more than one dealer, select the dealer for which you wish to request one (1) or more additional dealer license plates from the dropdown menu at the top of screen.

ONLINE SERVICES 0 LOGOUT

Dealer Name: ---Select--- Dealer #:

Plates on Demand

Manage Users

Self Service

2. Click on **Self Service**.
 - a. Another menu will open to the right.
3. Click on **Additional Plate**.
 - a. Must have appropriate user role (Primary, Administrator, Finance/Sales, General Office and General Plates and Office). **Note:** The user role of General Plates does not have access.
 - b. An Information Page will appear. This page contains instructions for requesting additional dealer license plates.

ADDITIONAL PLATE - INFORMATION

Dealer Name: [REDACTED] Dealer #: [REDACTED]

PLEASE READ BEFORE YOU CONTINUE

On the following page, you will be able to request additional dealer license plates within your approved dealer plate limit. You may request additional dealer license plates for each license plate type for which you are eligible.

- Once the request has been submitted, you will be able to pay for the number of plates you requested within your limit. You may pay for these plates online from the Invoices widget on your Dashboard.

If you are at or near your approved dealer license plate limit, you may request an increase in your plate limit on the following page.

- The Division will determine the number of plates for which you will be approved, if any. A request for an increase in license plate limit may result in an audit in order for the Division to evaluate the request.
- Once the request for an increase in plate limit has been approved, you may come back and request additional dealer license plates.

[Cancel](#) [Continue](#)

- c. At the bottom of the Information Page, there is a **Cancel** button and a **Continue** button.
 - i. **Cancel** = Takes user back to their Dashboard
 - ii. **Continue** = Takes user to the Renewal Application page
4. Additional Plate page
 - a. To request one or more additional dealer license plates (within the dealer's current plate limit), complete the **top section** of the page.
 - i. Note: the bottom section called Plate Limit Increase is used to request an increase in plate limit. This should **only be completed if** a dealer wishes to ask our office to increase their existing license plate limit for a certain plate type. If a dealer is simply wanting an additional dealer plate and has available plates, this **should not be** completed.

0

LOGOUT

MY DASHBOARD

ONLINE SERVICES

MY PROFILE

FIND MY DEALER LICENSES

FORMS

CONTACT US

LICENSE APPLICATION

ADDITIONAL PLATE - REQUEST

Dealer Name:

Dealer #:

ADDITIONAL PLATE WITHIN CURRENT PLATE LIMIT

PLATE TYPE	PLATE LIMIT TYPE	AVAILABLE FOR ISSUE	HOW MANY PLATES?	ACTIONS
MOTOR VEHICLE DEALER US	MOTOR VEHICLE	5		<div>Add</div> <div>Cancel</div>

"Available for Issue" represents the number of plates you currently have available to request. "How Many Plates" is the number of plates you would like to request. You may request up to the number listed in the Available for Issue field.

If you are requesting a plate type from the drop down menu that you have not previously requested, you must first submit a request an increase in plate limit for that plate type as your current limit will be zero.

PLATE LIMIT INCREASE

PLATE LIMIT TYPE	DEALER PLATES REQUESTED?	HOW MANY DEALER PLATES?	INTERIM PLATES REQUESTED?	HOW MANY INTERIM PLATES?	ACTIONS
-SELECT-	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> YES <input type="radio"/> NO		<div>Add</div> <div>Cancel</div>

Select the plate type from the dropdown. Indicate whether you are requesting an increase in your dealer plate limit and/or your interim plate limit. Interim license plates refer to either the paper temporary plates generated through the Plates on Demand system when a vehicle is sold, or the temporary watercraft plates issued when a watercraft is sold. Temporary watercraft plates are not generated by the Plates on Demand system.

Please enter the **additional** number of plates you would like to have added to your current approved limit in the "How Many Plates?" field. Once you have entered the number of plates you want to add, click on the Add button to the right.

AFFIRMATION

☐ I hereby certify, under the penalty of perjury, that I am authorized to make this application and that the answers and information contained in this application are true and correct.

Application prepared by *

Title *

Cancel

Save as Draft

Save and Continue

- e. In the How Many Plates? field, the dealer must type in the number of additional plates they are requesting for that plate type, and click the **Add** button.
- f. Clicking the **Add** button will create a new row immediately below. A dealer can add more rows, if necessary for other Plate Types by following the same steps.

LOGOUT

MY DASHBOARD

ONLINE SERVICES

MY PROFILE

FIND MY DEALER LICENSES

FORMS

CONTACT US

LICENSE APPLICATION

ADDITIONAL PLATE - REQUEST

Dealer Name:

Dealer #:

ADDITIONAL PLATE WITHIN CURRENT PLATE LIMIT

PLATE TYPE	PLATE LIMIT TYPE	AVAILABLE FOR ISSUE	HOW MANY PLATES?	ACTIONS
-SELECT-				<div>Add</div> <div>Cancel</div>
MOTOR VEHICLE DEALER USED (8-PLATES)	MOTOR VEHICLE	5	1	<div></div> <div></div>

"Available for Issue" represents the number of plates you currently have available to request. "How Many Plates" is the number of plates you would like to request. You may request up to the number listed in the Available for Issue field.

If you are requesting a plate type from the drop down menu that you have not previously requested, you must first submit a request an increase in plate limit for that plate type as your current limit will be zero.

PLATE LIMIT INCREASE

PLATE LIMIT TYPE	DEALER PLATES REQUESTED?	HOW MANY DEALER PLATES?	INTERIM PLATES REQUESTED?	HOW MANY INTERIM PLATES?	ACTIONS
-SELECT-	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> YES <input type="radio"/> NO		<div>Add</div> <div>Cancel</div>

Select the plate type from the dropdown. Indicate whether you are requesting an increase in your dealer plate limit and/or your interim plate limit. Interim license plates refer to either the paper temporary plates generated through the Plates on Demand system when a vehicle is sold, or the temporary watercraft plates issued when a watercraft is sold. Temporary watercraft plates are not generated by the Plates on Demand system.

Please enter the **additional** number of plates you would like to have added to your current approved limit in the "How Many Plates?" field. Once you have entered the number of plates you want to add, click on the Add button to the right.

AFFIRMATION

☐ I hereby certify, under the penalty of perjury, that I am authorized to make this application and that the answers and information contained in this application are true and correct.

Application prepared by *:

Title *:

Cancel

Save as Draft

Save and Continue

- g. Once the dealer has added the additional plates they wish to request, the dealer must complete **all** fields in the Affirmation section at the bottom of the page.
 - h. After completing the above steps, the user can select the following buttons:
 - i. **Cancel** = A warning message will appear alerting the dealer that cancelling will result in the entered detail being deleted. It allows the user to confirm the cancellation or select Save as Draft.
 - ii. **Save as Draft** = The data entered so far will be saved without being submitted. The user can come back to the transaction later to finish it. The draft transaction can be found on the user's Dashboard in the Drafts widget.
 - iii. **Save and Continue** = Save the data entered so far and proceed to the Documents page.
5. Documents page
- a. For this particular transaction, a dealer is not required to upload any documents; however, they may upload a document under the Other Documents section if desired..
 - i. The size limit for each uploaded document is 5MB.
 - ii. To upload a document, click the **Browse** button and select the file to upload. Then click the **Upload** button.
 - iii. The user can delete uploaded documents if uploaded in error by clicking on the **Trashcan** icon.

- b. After uploading all of their documents, the user can select from the following buttons:
- Cancel** = A warning message will appear alerting the user that cancelling will result in the entered detail being deleted. It allows the user to confirm the cancellation or select Save as Draft.
 - Save as Draft** = The data entered so far will be saved without being submitted. The user can come back to the transaction later to finish it. The draft transaction can be found on the user's Dashboard in the Drafts widget.
 - Submit** = The data entered is saved and submitted to the Auto Dealer Services Division.

ADDITIONAL PLATE - DOCUMENTS

Dealer Name: [REDACTED] Dealer #: [REDACTED]

REQUIRED DOCUMENTS

DOCUMENT TYPE	DOCUMENT	ACTIONS
NO RECORDS TO VIEW.		

There are currently no required documents to upload.

OTHER DOCUMENTS

Browse... Upload

DOCUMENT TYPE	DOCUMENT	ACTIONS
NO RECORDS TO VIEW.		

You may upload documents related to your request here.

Cancel Save as Draft Submit

6. Next steps

- Once submitted, the transaction will appear in the **Recent Transactions** widget, the invoice to pay for the requested plates will appear in the **Invoice** widget on the dealer's Online Dashboard.
 - Note: It could take up to 30 minutes for the transaction to appear.
 - Note: Only users with certain user roles can see Invoices.
- The invoice can be paid online by credit card/debit card or guaranteed e-check. To pay online, simply add the invoice item to the Shopping Cart via the **Invoices** widget. Once payment is received, your request for additional dealer plate(s) will be submitted to our fulfillment vendor to be printed and mailed to the dealer.

INVOICES						View All
INVOICE #	DATE	DEALER #	DEALER NAME	WORKORDER #	PAYMENT STATUS	
900000106820	12/4/2017	[REDACTED]	[REDACTED]	2017116178	PAYMENT DUE	ADD TO

- c. A dealer can track the progress of any transaction from their Online Dashboard by locating the transaction in the **Recent Transactions** widget.

RECENT TRANSACTIONS						View All
DEALER #	DEALER NAME	TRANSACTION TYPE	STATUS	WORK ORDER #	DATE	
[REDACTED]	[REDACTED]	ADDITIONAL DEALER PLATES	PENDING PAYMENT	2018120408-002	1/12/2018	
[REDACTED]	[REDACTED]	INITIAL DEALER PLATES	PENDING PAYMENT	2018120408-001	1/12/2018	
[REDACTED]	[REDACTED]	LICENSE RENEWAL USED DEALER	APPROVED	2018119889-001	1/5/2018	
[REDACTED]	[REDACTED]	INTERIM PLATE MOTOR VEHICLE	APPROVED	2017118731-001	12/20/2017	
[REDACTED]	[REDACTED]	LICENSE RENEWAL USED DEALER	IN FULFILLMENT	2017117560-001	12/5/2017	